

## College of Arts and Sciences Travel Policy Guidelines

	Pre-Travel Arrangements	Travel Pre-Approval *	Trip Number	Book through Cligbook	Post-Travel Reimbursement	Submit expenses on Concur	Submit expenses on DPV	Submit eSee DPV Student Travel Cover Page	Submit expenses to GSA	Submit expenses on CAS conference award worksheet
<b>SLU Employee</b>	Yes	Yes	Yes	Yes	Yes					
<b>SLU Guest</b>	Yes	Yes	Yes			Yes				
<b>Graduate student - GSA funding only</b>	No **	No	No				Yes			
<b>Graduate student - University + GSA funding</b>	Yes	No	No				Yes	Yes		
<b>Graduate student - University funding only</b>	Yes	No	No					Yes		
<b>Graduate student - Sponsored program (+ GSA funding)</b>	Yes	Yes	Yes	Yes +	Yes ++		(Yes)			
<b>Undergraduate student</b>	Yes	Yes	No			Yes	Yes			

\*For all travel requiring pre-approval, the approval of the chair or director of the unit providing funding is needed for domestic travel; the dean's approval is needed for international travel.

\*\* Pre-approval is recommended, but not required, for graduate students receiving only GSA funding, in case non-GSA University funding becomes available.

+ Graduate students on assistantship should request a Concur profile be created; expenses are submitted through Concur.

++ Graduate students not on assistantship submit expenses on DPV.

Detailed University policies and procedures are available at on the Business & Finance website.